



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 21-75		
Business Title: Fire Controls Technician		State Classification: Electronics Technician I
Salary Group: A15	Salary: \$3,170.42 (Month) \$38,045.04 (Year)	Hours/Week: 8:00 am – 5:00 pm, M-F
Location: 1711 San Jacinto Blvd., Austin, Texas 78711		
Posting Date: 08/12/2021	FLSA Status: Non-Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Facilities Management and Operations		Program: Facility Maintenance

To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

JOB SUMMARY:

Performs moderately complex (journey-level) technical support work for the Fire Controls program. Work involves providing technical, electronic training, circuit operation and testing, electronic maintenance of fire alarm systems. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- Assist with maintenance, repair and renovation work on electronic, LAN, fire alarm systems and fire suppression systems in accordance with the regulations of the National Fire Protection Association and National Electric Code (NEC).
- Perform routine preventive maintenance of fire alarm and fire suppression systems.
- Maintains detailed records of preventive maintenance and inspections performed.
- Makes arrangements for replacement of extinguishers requiring service.
- Issues hot work permits.
- Provides professional responses to building tenants, clients, and staff as necessary
- Coordinates and monitors the work of contractor staff for quality and compliance.
- Performs data entry and retrieval.
- Operates a motor vehicle in order to perform essential functions.
- May train others.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- Graduation from a standard senior high school or completion of GED.
- Vocational or technical training certification in electronics, electronic technology, or a related field.
- Two (2) years experience in configuring, installing, troubleshooting, and maintaining electronic equipment, security and fire systems, and commercial HVAC control systems.
- Education and experience may be substituted for one another on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- Working knowledge of fire alarm and fire suppression equipment and tools; and procedures for troubleshooting and maintaining fire alarm and fire suppression systems.
- Working knowledge of the rules and regulations of the National Fire Protection Association and National Electric Code (NEC).
- Knowledge of safety precautions and procedures.
- Skill to use tools and equipment.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Ability to interpret drawings, plans, and schematics; and to understand technical material.
- Ability to provide customer service.



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- Ability to train others.
- Ability to operate a motor vehicle.
- Ability to communicate effectively, both orally and in writing.

Physical Requirements and/or Working Conditions:

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. and, occasionally, 100 lbs. of products and materials with assistance of equipment or others. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

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Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 15Y AH-64D Armament/Electrical/Avionics Systems Repairer, 948B Electronic Systems Maintenance Warrant Officer (Warrant), AT Aviation Electronics Technician, 718X CWO-Electronics Technician, Surface (Warrant), ET Electronics Technician, C4I10 Command, Control, Communications, Computers and Information Technology (C4IT), 1142 Engineer Equipment Electrical Systems Technician, 5902 Electronics Maintenance Officer Aviation Command and Control (C2), 1A3X1 Airborne Mission Systems Specialist, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf

Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

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**Texas Facilities Commission
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Office 512-463-3433**



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WIT Job Number: 14738193

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